

VALENCIA COMMUNITY COLLEGE
Student Affairs Department Action Plan
WEAVE Online Form

Active Cycle (academic year): **2012-2013**

Area (Department/Program): **Office for Students with Disabilities**

Person Responsible: **Debbie Larew, Director, Students with Disabilities**

	Plan
1. Goal -principal purpose of plan (include how this relates to serving students or increasing student success or supporting LifeMap)	To improve the success of students with disabilities through increased outreach and training to Academic Affairs and to the students and families of students with disabilities. The student survey (2011-2012) revealed a need for increased outreach to faculty regarding the needs of students with disabilities. In addition it indicated that the OSD needs to increase transition services for students coming directly from the high school. A more successful beginning sets the student up for more opportunity for success.
2. Objectives -what will be accomplished and measured	<ol style="list-style-type: none"> 1. Communicate with faculty through a monthly column in the Faculty Insight newsletter. (Faculty) 2. Provide purchasing agents (Deans) with a recommended procurement policy that takes into consideration compliance with accessibility laws and standards. (Faculty) 3. Hold an OSD student and family Orientation in the fall to orient them to the college's resources, calendars, and requirements.(Student and Family) 4. Due to the ADA and updated documentation requirements from the AHEAD organization and to reduce barriers for students with disabilities the intake procedures and documentation guidelines will be revised and updated. (Student and Family)
3. Measures and Findings – How specifically measures will be conducted. How will we know the objective has been achieved?	<ol style="list-style-type: none"> 1. I will conduct a brief survey to faculty to elicit their feedback regarding the effectiveness of communication through the articles and the Faculty Resource Guide. 2. The Director will research the procurement requirements and develop a recommended policy. This will then be communicated to the AVP and the Academic Deans for their consideration. 3. I will conduct a pre/posttest during the fall OSD Orientation to measure the extent that attendees learned about Valencia resources and requirements. 4. The review and revision of the intake procedures and documentation requirement will conclude in February 2013; the results will be fully implemented by the summer of 2013.
4. Action Plan – what is the implementation plan?	<ol style="list-style-type: none"> 1. OSD Director and Staff will write and contribute articles to the Faculty Insight newsletter. 2. The Director will research the procurement requirements and develop a recommended policy to be given to the AVP and then to the Academic Deans for their consideration. 3. The Director will host an OSD Orientation in the fall semester on East, West, and Osceola. Family and students recently registered with the OSD will be invited to attend a session to 1. Acquaint the student with resources at Valencia College, 2. Distribute information regarding important dates and requirements, 3. Remind the students of the procedures and services available through the OSD. 4. Each of the coordinators will engage in a collaborative review of the ADA and the AHEAD documentation guidelines. They will then review our intake procedures and documentation guidelines and make appropriate revisions. These recommended revisions will be submitted to the Director by March 1, 2013 for implementation

	summer 2013.
<p>5. Achievement Summary/Analysis- What was learned from the assessment results? What changes will you make in your initiative for the year to come?</p>	<p>1. The OSD posted articles regarding Students with Disabilities in the Classroom, Assistive Technology, Students with Autism, Veterans with Disabilities, Students with Mental Health Disabilities, and Service Animals on campus. In a survey, faculty reported that these articles were well received yet went largely unread. For example, the article regarding Valencia Veterans was reportedly applicable and helpful for 43 of the 195 faculty members responding. However, 136 reported they did not see it. For the article regarding students with Asperger’s Syndrome, 43 respondents reported that the article was helpful but 154 said that they didn’t see the article. See faculty survey attached. Faculty response indicated that they preferred information pushed out instead through faculty email, department chairs, and the OSD website. Thus next year, the OSD will develop a more effective communication plan for opening communication with faculty.</p> <p>2. The Director researched the procurement requirements and developed a recommended draft policy. This was communicated to the AVP for her consideration. It was recommended that from there it would go to the Director of Procurement. It is hoped that the Director of Procurement will adopt the procurement requirements as part of the college-wide plan for procurement.</p> <p>3. With Open House events on three campuses we had a total of 7 participants including one parent. Students reported gaining information regarding Student Government opportunities, academic calendar information, and accessing accommodations. Again, due to the low attendance, the OSD will need to focus next year’s attention on how to provide a smooth transition in a more comprehensive way. We will develop a script for the intake process that will take into account the LifeMap model of advising and thus will hopefully facilitate transition.</p> <p>4. The OSD reviewed the intake procedures and modified the way in which students’ documentation is approved. Intake: With the goal of a more integrated, interactive process, we modified our process so that no one person makes difficult decisions about eligibility. Our revised process begins with the student speaking to a staff member and giving us the documentation. Then campus based teams review the request and the documentation. The team makes a collaborative decision that includes the student and the OSD staff. OSD also implemented a weekly case review where all available staff discusses the submitted documentation (student name omitted) through a phone conversation. This provides an interactive discussion and real time training opportunities. Documentation Requirements: Documentation requirements were revised in a collaborative manner beginning with the coordinators’ review and then feedback from the entire staff. New requirements have been finalized and posted to our student website and the Faculty Resource handbook.</p>
<p>6. General Education Learning Outcome</p>	<p>Ethical Responsibility: Demonstrate awareness of personal responsibility in one's civic, social, and academic life.</p>
<p>7. Strategic Plan Outcome</p>	<p>Building Pathways, Transition and Persistence</p>

#6 and # 7 Under Outcomes in WEAVE, you can select “General Education Learning” and/or “Strategic Plan Outcome” from the drop down list in WEAVE. You can select all that you believe relates to your Goal and Objective.